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19.		20. SCHEDULE OF SUPPLIES.	SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
ITEM NO.									
0003	AC Power Co	AC Power Cord - NA NEMA 5-15P 125V 13A 10ft, F NTTK14AB				1	EA	18.13	18.13
0004		Media Card 8 Port N: NTDU41DB	IP Li	ine 3.1/Voice	2	1	EΑ	2,423.44	2,423.44
0005	Installatio	n, P/N: Labor				1	EA	3,251.00	3,251.00
0006	i2050 Soft	Phone Client Pack	age, I	P/N: NTDW83AA	A	8	EA	35.05	280.40
0007	Signaling S	Signaling Server, P/N: NTDU27DA Release 3.0				1	ΕA	3,402.62	3,402.62
	THE CPSC PR	OJECT OFFICER IS	SHAWN	CANTY AT (30	01)				
	REFERENCE YOUR GS FSS SCHEDULE GS-35F			-35F-0140L					
	Total amount of award: \$10,660.43. The obligat for this award is shown in box 26.				tion				
						:	:		
						l	L		
32a. QUANTII	TY IN COLUMN 21 HAS	ACCE		ID CONFORMS TO THE	CONTR	ACT, EXCE	PT AS		
32b. SIGNATU	URE OF AUTHORIZED	PECTED NOTE GOVERNMENT	:D:	32c. DATE	32d. PRI	NTED NAM	E AND	TITLE OF AUTHORIZED G	OVERNMENT REPRESENTATIVE
220 MARING	ADDRESS OF AUTHO	RIZED GOVERNMENT REPRESE	NTATIVE		321. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
32e, MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
33. SHIP NUM				55. AMOUNT VERIFIED 36. PA		MENT	37. CHECK NUMBER		
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PARTIAL	L FINAL DUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID	BY		· · · · · ·		·	
<u></u>			<u>,,, , , , , , , , , , , , , , , , , , </u>		 -		_		
		CORRECT AND PROPER FOR PA		IIc. DATE	42a. F	RECEIVED E	SY (Prii	nt)	
41b. SIGNATI	URE AND TITLE OF CE	ERTIFYING OFFICER	•	HIG. DATE	42b. F	RECEIVED	AT (Loc	cation)	
					42c. C	ATE REC'D	(YYIM	IMIDD) 42d. TOTA	AL CONTAINERS
									NO ADD CORM 4440 (DEV 2000E) BACK

52.0000-4004A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00a.m. to 11:00a.m. or 1:30p.m. to 4:00p.m. Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7085 Procurement Services (301) 504-7045

Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

B. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) - 7:30a.m. to 5:00p.m.

C. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

- 1. The name and address of the business concern (and separate remittance address, if applicable).
- 2. Taxpayer Identification Number (TIN).
- 3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
- 4. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods of services.
- 5. Description, price and quantity of goods or services actually delivered or renders.
- 6. Shipping cost terms (if applicable).
- 7. Payments terms.

All vendors please include the following information when invoicing for payment: ACH Vendor Information which includes the: Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

- 8. Other substantiating documentation or information as specified in the contract or purchase order.
- 9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

D. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-7172 at the following address:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

E. INSPECTION & ACCEPTANCE PERIOD

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

F. ALL OTHER INFORMATION	RELATING T	O THE PURCHASE ORI	DER
CONTACT: William Graves	@	(301) 504-7045.	

PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administration Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.